

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service

DATE: 5 March 1952

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities
Division during the month of February, 1952.

Volume:

1. Requests for services processed during month of February
 - A. New Requests by memorandum or requisition 333
 - B. On hand prior to February 1 33
 - Total 366
 - C. Written orders placed with G.S.A. 263
 - D. Number on hand no action as of 29 February 30
 - E. On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto) 1
2. Funds obligated (This section submitted January, April, July or October)
 - A. First Quarter Encumbrances
 1. Routine alterations, painting, repairs \$18,401.00
 2. Special Projects
 - a. Renovations (6605) 71,925.95
 - b. Renovations (Other) 2,915.00
 - Total 74,840.95
 3. Protective Services (GSA Guards)
 - a. 143 reimbursable posts 65,426.00
 - b. 34 non-reimbursable posts
 4. Laborers and Trucks (From GSA) 5,333.00
 - Total Funds Obligated \$70,760.00
 3. Sums paid to G.S.A. during February against orders encumbered in fourth quarter.
 1. Alterations and Installations \$21,828.28
 2. Guards 65,643.97
 3. Laborers and Trucks 3,210.50
 4. Elevator Service 54.18
 5. Fireman-Laborers 442.24
 - Total \$91,179.17
 4. Work Load Status
 - A. Number of Requests on which orders have been placed but work has not been completed

| | |
|--------------|-----|
| 30 days old | 203 |
| 60 days old | 100 |
| 90 days old | 39 |
| 120 days old | 35 |
| Total | 377 |

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B. Orders submitted to GSA non-reimbursable

| | |
|------------|------------|
| In writing | 10 |
| Verbal | 280 |
| | <u>290</u> |

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|-----------------------------|----|
| C. Inter-office memorandums | 22 |
| Inter-agency letters | 5 |

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|--------------------------------|------------|
| D. Space moves during February | 24 |
| Total personnel moved | 691 |
| Man hours by GSA Laborers | 2800 |
| Estimated cost | \$4,044.80 |

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Attachments